

Department of Finance & Administration – Office of Accounting – Funds Group
Certification of Non Reclaimable PY Warrant Cancellations and Refunds to Expenditure

Date: _____
Agency Name: _____
Agency #: _____

Warrant Cancellations (Prior Year)

Warrant Cancellation Doc #: _____
Warrant #: _____
Warrant Amount \$ _____
Fund _____ (must be the same as original expenditure)
Fund Center _____ (must be the same as original expenditure)
Cost Center _____ (must be the same as original expenditure)
Internal Order _____ (must be the same as original expenditure)

Funding %: _____ Gen Rev _____ Fed _____ Special _____ Other

\$ _____ is **not** reclaimable

Refunds to Expenditure (Prior Year)

Deposit Accounting Doc #: _____
Amount \$ _____
Fund _____ (must be the same as original expenditure)
Fund Center _____ (must be the same as original expenditure)
Cost Center _____ (must be the same as original expenditure)
Internal Order _____ (must be the same as original expenditure)

Funding %: _____ Gen Rev _____ Fed _____ Special _____ Other

\$ _____ is **not** reclaimable.

This form must be sent to DFA Accounting for both transaction types

Routing Disposition of Certification – DFA Office of Accounting
Attention: Catherine Hickerson

Contact: _____ **Title:** _____

Phone #: _____ **Email:** _____